HOW TO CREATE YOUR ACCOUNT AND REGISTER FOR CLASSES IN **MYACTIVECENTER**

1. You can get your Login ID (referred to as "Key Tag Number" in MyActiveCenter) by calling the WCSA at 203-341-5099.

2. Go to **MyActiveCenter.com**

3. Once there, click on the green **New Users** button on the top right of the page to create your own account.

4. Once you click on the **New Users** button, you are directed to a page where you need to choose your senior center. Find and click on **Westport Center for Senior Activities**.

5. You will then be directed to the page where you will put in your Login ID, your phone number, an email address, and then you will create your own password.

6. Once you finish creating your account, click the green **Continue** button on the bottom of the page. This will direct you to the Activities Page where you can view all the classes being offered.

7. Once you find the class or classes you are interested in registering for, you can click on the **Details** button, which will bring you to the class description and the calendar.

8. In the calendar, you will see the first date of the class you want to register for, with a button showing the fee. Click on the **fee button**, then click **Continue**.

9. Next you will see all the dates for the class you are registering for, with a green register button. Click the **Register** button.

If you would like to register for another class, click on the **Continue Shopping** button, and follow steps 7 – 9 above.

10. Once you are done registering for all your classes, click on the **Shopping Cart** button which will total the fees for all registered classes. Enter your credit card info in the box at the bottom of the screen and the hit the **Pay Now** button to complete your registration.

TO WATCH A VIDEO TUTORIAL OF HOW TO SET UP YOUR MYACTIVECENTER ACCOUNT AND HOW TO REGISTER FOR CLASSES ON MYACTIVECENTER, PLEASE CLICK ON THE LINK BELOW.

https://www.mytutorialcenter.com/myactivecenter